

PATTON – FULLER COMMUNITY HOSPITAL
Human Resources Personnel Corrective Action Form

(Check one)

- First Conference**
Second Conference
Leave With Pay

Employee Name: Alva Branham Date: February 20, 1998

1. Describe in details using places, events, references, dates and times the occurrence for which the employee is receiving the conference:

On February 7, 1998 you were called to ROOM 445 to collect the valuables of a patient. You reported and collected the valuables which included the items listed on the attachment and returned a receipt slip to the nursing unit for file on the patient chart. On February 10th you again responded to the same room for the same patient who was being discharged. You obtained the receipt slip and went to get the valuables. You returned a short time later to report that the valuables were not in the safe and there was no log of them ever being put in the safe. The dispatcher remembers you coming down with the envelope but does not remember you checking in the valuables.

2. Describe any past corrective actions which have been taken, the date, and the expectations laid out in the action (s). Were these expectations met or not met:

Because of your absenteeism, this is the second conference. However it is the first conference regarding this type of incident.

3. What are the expectations set forth in this corrective action? What will happen if they are not met? Is there a time frame? If this is a Leave with Pay the employee will return to work with a letter stating his/her intentions. If it is to stay with the Company the employee will define what they will do to correct their behavior. Note any specific requirements below.

You are being given the benefit of the doubt as to what happened to the valuables, because the dispatcher remembers you having them it is unlikely that you would take them to the vault but not put them in. In the future, be sure that you note the log in by following to policy and procedure to protect you, the patient and the other staff involved.

Another occurrence within the next 3 months will result in further corrective action up to and including termination.

Management Signature and Date:

Employee Signature and Date:

Dana Sands 2-20-98
Manager of Security

Alva Branham February 20, 1998

(By signing this form I acknowledge that I have seen this information, it has been reviewed with me and that I understand the expectations.)